



GOVERNMENT OF BERMUDA

careers



Trainee Airworthiness  
Safety Inspector



Trainee Management  
Accountant



Trainee Process  
Controller



Trainee Structural  
Draughtsperson

Come join the Government of Bermuda, the Employer of Choice. We offer a wide variety of challenging careers and excellent training, learning and development opportunities that give our employees the competitive edge.

Application forms may be downloaded from the Government of Bermuda portal at **www.gov.bm** or collected from our office at:  
**The Department of Human Resources**  
**3rd Floor, Ingham & Wilkinson Building**  
**129 Front Street**  
**Hamilton HM 12**

Completed application form, together with copies of academic/professional qualifications, must be submitted, quoting the appropriate reference number to the Secretary of the Public Service Commission, at the above address, by the specified closing date.

**Under Public Service Commission Regulations, the canvassing of any member of the Legislature in regard to a Government post will disqualify the applicant for appointment.**

Ministry of Tourism Development and Transport

**ASSISTANT DIRECTOR, REGULATION POLICY**  
**PS35-37 \$109,429 - \$117,690**  
**Department of Tourism**

Applications are invited for the post of Assistant Director, Regulation Policy, within the Department of Tourism.

Working under the direction of the Director of Tourism to manage, control and administer the operation of the Regulation and Licensing Section of the Department, including inspection and licensing of accommodations, and monitoring of cruise ships activities. The Assistant Director, Regulation Policy oversees the collation, integration and interpretation of research data to contribute to and support the development of the overarching Tourism Strategy and associated goals and objectives.

Additionally, the post holder will also be responsible for making recommendations for changes to existing Tourism legislation, as well as documenting and implementing associated Tourism policies.

- Responsibilities of the post include but are not limited to:
- Regulation and Licensing Operations;
  - Market Research and Analysis Operations;
  - Resource Management & Administration;
  - Relationship Management and Communication; and
  - Policy Review and Coordination.

Applicants must possess a Bachelor's degree or equivalent in a relevant field, such as Business Administration, Commerce, Hospitality Management or Communications. In addition, a minimum of seven years' post qualification experience with three years' at a management level in the hospitality field is required for the post.

The successful applicant must have a comprehensive knowledge of Bermuda's Tourism industry and its governing legislations. He/she must also have excellent oral and written communication, interpersonal, organizational, problem solving and research skills along with demonstrated financial planning, project management, budget management and leadership skills within the industry. Additionally, the successful applicant may be required to work outside normal working hours in order to meet deadlines.

Applicants interested in being considered for the above post MUST submit a completed security vetting form (to include passport and social insurance numbers) and copies of their education qualifications and any other relevant information in addition to the completed application form and resume. Shortlisted applicants may be required to undergo a skills assessment.

**Ref: 6045/33/0018**

*Closing Date: 16th January 2013*

Ministry of Environment and Planning

**ASSISTANT PLANNER (UNDER REVIEW)**  
**PS26-28 \$79,727 - \$85,639**  
**Department of Planning**

An exciting career opportunity has arisen for a suitably qualified and experienced candidate to fill the post of Assistant Planner.

Under the Direction of the Senior Development Control Officer, the post holder evaluates applications for planning permission, conducts site visits, negotiates to ensure compliance with planning legislation and regulations and makes recommendations on applications to the Board. The post holder also carries out the technical support duties associated with the processing of the applications and undertakes additional duties as necessary. The post holder may be required to supervise some staff on occasion as needed.

The post holder must possess a Bachelor's degree in Planning, Urban Geography, Environmental Studies or the equivalent and possess a minimum of two years' experience in planning, architectural design or survey office.

The post holder must have excellent organizational, communication, negotiation and problem solving skills. The ability to read blueprints/architectural drawings is essential. Familiarity with a computerized office environment would be an asset.

Applicants interested in being considered for the above position MUST submit a completed security vetting form (to include passport and social insurance numbers), and copies of their education qualifications together with an application form and resume. Shortlisted candidates will be required to undertake a skills assessment test.

**Ref: 6046/32/0050**

*Closing date: 16th January 2013*

**HYDROGEOLOGIST**  
**PS30-32 \$92,096 - \$99,048**  
**Department of Environmental Protection**

The Government of Bermuda wishes to recruit an innovative and experienced individual to fill the post of Hydrogeologist. Working under the supervision of the Environmental Engineer, and in accordance with the established policies, procedures, guidelines and relevant legislation the Hydrogeologist is accountable for managing the volume of the freshwater lenses and protecting and progressively enhancing the quality of all groundwater through effective management of the Water Right applications in accordance with the Water Resources Act 1975. The Hydrogeologist will dictate the clean-up, monitoring and reporting requirements to companies that are responsible for causing pollution incidents to the ground/groundwater and detailed in the "Risk based Corrective Action" (RBCA) Guideline for Bermuda. The post holder will also be required to participate in the development of research projects to effectively investigate longer term stressors to the ground water systems and near-shore marine environment.

- Duties of the post include but are not limited to the following:
- compiling and analyzing field data and preparing charts, tables and reports as a basis for advising the Environmental Authority on the state of the water resources, recommending to the Environmental Engineer whether the Environmental Authority should grant new, or re-issue Water Rights;
  - monitoring the volumes of the four main freshwater lenses every three (3) months using monitoring wells and numerate software packages including ArcView GIS;
  - formulating research, monitoring, modeling and mitigation programs to address anthropogenic impacts to the groundwater due to abstraction, Waste Water Treatment Plants and road run-off;
  - coordinating ground water pollution investigations and responding efficiently with on-site visits to pollution incidents while providing immediate advice of the requirements of the polluter as defined in the RBCA guidelines; and
  - assisting with the developing of draft legislation and policy on behalf of the Environmental Authority to help mitigate known impacts to the groundwater as it relates to disposal boreholes of waste water treatment plants, HVAC systems, and aquaponic systems.

A minimum of a Bachelors of Science degree in Geology or a related discipline with a current membership of an internationally recognized and accredited professional body or association as a Geologist, Engineer or equivalent are required. The post holder must also possess a minimum of three (3) years' post qualification experience in hydrogeology which should include setting water abstraction limits, modeling groundwater flows, setting wastewater disposal conditions and monitoring water quality to sustain the groundwater resources.

The Hydrogeologist must be knowledgeable in the geology, hydrology and hydrogeology of Bermuda with the unshakeable ability to enforce relative legislation and codes. The post holder must have excellent oral and written communication, presentation, interpersonal, organizational, problem solving and research skills. Due to the nature of the post, possessing a valid driver's license with access to a vehicle for site visits and the ability to respond to environmental emergencies during off hours would be desirable assets.

Applicants interested in the above post MUST submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications, a completed application form and a resume. Please note that shortlisted candidates may be required to perform a skills assessment.

**Ref: 6044/72/0006**

*Closing date: 16th January 2013*

Ministry of National Security & Public Safety

**EMERGENCY MEDICAL DISPATCHER**  
**PS14-16 \$53,609 - \$57,167**  
**Bermuda Fire & Rescue Service**

The Bermuda Fire & Rescue Service is seeking an Emergency Medical Dispatchers for its 24-hour Dispatch facility.

The post holder will work under the direct supervision of the Dispatch Supervisor to receive, prioritize and process a full range of 911 emergency and non-emergency calls from the public including fires, hazardous materials, medical incidents and road traffic accidents in accordance with established standard operating policies and procedures. In addition, the post holders will be responsible for maintaining accurate logs/records of all relevant activity in the dispatching facility in accordance with Management practice and perform other related duties as necessary.

Applicants must:

- have successfully completed the BSC or equivalent;
- have a typing speed of 30 w.p.m. with 100% accuracy; and
- have a minimum of two (2) years relevant experience together with experience operating in a computerized environment.

Experience with dispatching emergency service personnel is desirable.

The post holder will be required to:

- successfully pass the Bermuda Fire & Rescue Service entrance examination and the Association of Public-Safety Communications Officials (APCO) and Emergency Services Dispatcher training courses;
- speak clearly and have strong communication skills;
- work and function in a stressful environment;
- perform multiple tasks simultaneously;
- work on a rotating shift schedule including weekends and public holidays;
- be recalled to duty for emergency incidents at the discretion of the Chief Fire Officer; and
- work emergency/short notice overtime at the discretion of the Chief Fire Officer.

Applicants interested in being considered for the above post MUST submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications in addition to the completed application form. Shortlisted applicants will be required to undertake a skills assessment test.

**Ref: 6042/45/0116**

*Closing date: 16th January 2013*

Ministry of Education

**CAREER DEVELOPMENT MANAGER**  
**PS37–39 \$117,690 - \$126,595**  
**Department of Training and Workforce Development**

Applications are invited for the post of Career Development Manager, within the Department of Training and Workforce Development.

The Career Development Manager is responsible for day to day management, administration and oversight of the Career Development Section who are assigned clients for career development and employment placement. The post holder must oversee the single interface between potential employees (internal and external), and employers (internal and external) in order to prepare workers for job opportunities in the local market and match appropriate workers with appropriate opportunities.

Duties of the post include but are not limited to:

- developing, implementing and maintaining an operational business plan for the Section, detailing operational goals, objectives and standards of service to be achieved;
- developing, implementing and maintaining written operational policies and procedures for the Section, monitors the effectiveness of all operational practices and reviews feedback and recommendations, reports relevant data and recommendations as appropriate, and regularly reviews and updates policies and procedures;
- developing and maintaining working relationships with other Government departments, agencies, stakeholders and interest groups;
- preparing and controlling the annual estimates of income and expenditure for the overall financial management of the Section and;
- undertaking drafting of Budget Briefs, Ministerial Statements, Cabinet Memoranda, etc. for the Director's review and approval.

Applicants must possess a Master degree in Human Resources or related discipline, along with a Psychometric Assessor Certification. In addition, a minimum of five (5) years relevant experience in providing career services, including assessments, counseling, testing, training, placement and referrals for employment contracts and/or facilitating career sessions. Must also possess two (2) years of supervisory experience.

Applicants interested in being considered for the above post MUST submit a completed security vetting form (to include passport and social insurance numbers) and copies of their education qualifications and any other relevant information in addition to the completed application form. Resumes are welcomed but must be accompanied by a completed application form. Short listed applicants will be required to take a skills assessment.

**Ref: 6043/60/0018**

*Closing Date: 16th January 2013*

**COMMISSIONER OF EDUCATION**  
**PS 46 \$171,893**  
**Department of Education**

The Ministry of Education seeks an outstanding, experienced and well-respected educational leader to serve as our next Commissioner of Education. We are looking for an individual with exceptional talents, high emotional intelligence and a well-established track record of system-wide improvement and achievement to lead the transformation of Bermuda's public education system.

Working under the direction of the Permanent Secretary, the future Commissioner of Education must have a 21st century vision, philosophy and approach to comprehensive and inclusive education. He or she will be responsible for all aspects of the operations of the Department of Education, including the supervision of 3 directors and overall responsibility for public schools, early learning, curriculum and assessment, special education, professional development, and business operations.

The successful candidate must:

- inspire a common vision of leadership and achievement in schools and within the central office;
- have a visible, participatory management style and be able to be inclusive in decision-making;
- develop and build the capacity of staff and the education system to significantly improve achievement and outcomes for all of our students;
- establish and maintain co-operative working relationships within the Department of Education and schools, and with parents, key stakeholders and the wider community;
- be an excellent communicator with impeccable written, expressive and receptive language skills;
- be open-minded, reflective and committed to lifelong learning;
- demonstrate in-depth knowledge of pedagogy inclusive of core curricula, differentiation, effective instruction, accountability systems, assessments and implementation strategies;
- promote and oversee the development of exemplary learning environments; and
- effectively manage a budget surpassing \$100 million within current fiscal realities.

The successful candidate must possess a minimum of fifteen (15) years of relevant experience, including ten (10) years of experience at a senior executive management level or have equivalent experience. The successful candidate must have a Master's degree in Educational Administration or equivalent, together with a professional qualification in an education discipline. All applicants must be eligible to be registered with the Bermuda Educators Council.

Applicants interested in being considered for the above post **MUST** complete a **security vetting form** in addition to the application form, and provide copies of academic and professional qualifications and other relevant documents. Short listed applicants may be required to undergo an assessment. Resumes are welcomed but must be accompanied by a completed application form. These documents are available at [www.gov.bm](http://www.gov.bm).

**Ref: 6049/17/0001**

*Closing date: 23rd January 2013*